



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0103**

SFAE-CDD

MAR 11 2014

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Director, Acquisition Career Management (DACM) Memorandum #7-  
Annual Acquisition Workforce Standards Fiscal Year 2014**

**1. References:**

a. DACM Memorandum #7 Amendment, subject: Acquisition Workforce Standards, 15 March 2013 (superseded by subject memorandum).

b. DACM Memorandum #8, subject: Enforcement of Department of the Army Defense Acquisition Workforce Improvement Act (DAWIA) Certification Compliance Policy, 30 January 2012.

c. Title 10 United States Code (U.S.C.) Sections 1732 and 1734, Chapter 87, Defense Acquisition Workforce Improvement Act (DAWIA).

d. Department of Defense Directive 5000.52, the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 12 January 2005.

e. Department of Defense Instruction 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 21 December 2005.

f. Department of Defense, "Desk Guide for Acquisition, Technology and Logistics Workforce Career Management", 10 January 2006.

g. Army Supplement for the Department of Defense "A Desk Guide for Acquisition, Technology and Logistics Workforce Career management", 1 September 2010.

h. Department of the Army Acquisition Career Field Certification Policy and Procedures, 1 June 2010.

i. Department of the Army Continuous Learning Policy and Implementation Guidelines, 12 June 2013.

j. Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum, "Key Leadership Positions and Qualification Criteria", 8 November 2013.

2. I am very proud of the additional progress the Army Acquisition Workforce has made in increasing certification rates over the last fiscal year. As of FY13 end, our certification and within grace period rate stands at 95%, an increase of 3.1% from last year at this time. This increase is a direct reflection of devoted acquisition professionals and their supervisors committed to meeting DAWIA standards and supporting current and future Army needs.

3. To ensure continued progress, I will enforce new annual standards. Though our ultimate goal is 100% compliance, the new standards give me a better understanding of those acquisition personnel who are within the required grace period and those who are outside that window. The new standards are listed below.

a. Certification Rate Standard. Upon assignment to their acquisition position, Acquisition Workforce members are required to meet their respective Acquisition Career Field certification requirements within an allotted grace period in accordance with references in paragraph 1; otherwise, a waiver must be initiated by the command /organization. An approved waiver extends the grace period for these employees, but it does not waive the certification requirements. Employees who fail to achieve their certification requirements, within their authorized grace period, shall be subject to personnel actions as outlined in reference 1b. My FY14 Certification Rate Standards are as follows:

(1) The total acquisition workforce/non-Critical Acquisition Positions must achieve and maintain at least a 96% certification or within the grace period rate by 30 September 2014. Supervisors should ensure all delinquent personnel are monitored and evaluated for performance against their "get well" plans to achieve success.

(2) For the Army Acquisition Corps (AAC) members occupying Critical Acquisition Position (not Key Leadership Positions): 98% certified or within the grace period.

(3) For the AAC members occupying Key Leadership Positions: 100% certified or within the grace period.

(4) Reduce the "habitually delinquent" (84+ months delinquent) population by 50%; (4QFY13 population was 349).

b. Individual Development Plan (IDP) Standard. Supervisors and workforce members will ensure that their IDPs are current and updated at least every six months or more frequently as needed. I expect supervisors to ensure 95% of subordinate IDPs are discussed and updated every 6 months with a goal of 100%.

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c. Continuous Learning Points (CLP) Standard. The Army's current CLP cycle began on 1 October 2012 and runs through 30 September 2014. The intent of attaining 80 Acquisition CLPs every two years is to ensure acquisition professionals remain current, relevant, and proficient in acquisition. My FY14 standard for CLP attainment is 100% of all acquisition workforce members attain 80 CLPs by 30 September 2014, which is the end of the two-year cycle. I expect supervisors to be actively engaged to ensure acquisition employees meet this standard. The CLP glide path for FY14 is as follows: 1QFY14 = 45 CLPs; 2QFY14 = 50 CLPs; 3QFY14 = 60 CLPs; and 4QFY14 = 80 CLPs. (Note: Reference J annotates additional stipulations regarding CLPs for AWF Members in KLPs).

4. I challenge organizations to achieve excellence and set 100% as the internal goal to attain in all three above areas. Teamwork, communication and direct leader involvement are essential to achieve these standards. Supervisors and acquisition employees at all levels must work together so we may continue to grow and develop future military and civilian acquisition leaders and improve our core competencies and acquisition workforce outcomes. This is Commanders' Business!

5. Activities and organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

6. The point of contact is Mr. Anthony L. Foster, (703) 805-1254, or email: anthony.l.foster3.civ@us.army.mil.

*Learn,  
my deepest appreciation for  
your hard work to achieve  
our goals! I stand  
ready to assist  
in any way I can!  
Bill*

*William N. Phillips*  
WILLIAM N. PHILLIPS

Lieutenant General, GS  
Director, Acquisition Career Management

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